



## Case Specialist III - ADC

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### Details

**Job ID : 298**

**Title :** Case Specialist III - ADC

**Job Code :** 906

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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### Job Departments

- Drug Court

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### Purpose

RESPONSIBLE FOR CASE MANAGEMENT, MONITORING AND REFERRAL OF PARTICIPANTS IN THE AREAS OF SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- Knowledge of Criminal Justice system, substance abuse, or related community resources
- 4 Year College Degree in a Human Services Field; A 4 year degree with a concentration of 20 hours in a human service field will substitute (If the degree is not in a human services field, official transcripts must be provided when the application is submitted)
- Experience as follows may substitute for degree: Graduate of an adult Drug Court, at least 2 years prior to applying, with no criminal history following Drug Court graduation; Continued sobriety for a minimum of 2 years, and active participation in the recovery community (for example - being a sponsor, leading self-help groups, etc)
- 4 Years of related experience must be as a Case Specialist II

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- MAINTAINS A PARTICIPANT CASELOAD
- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO PARTICIPANTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS PARTICIPANTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- ASSISTS IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- APPEARS IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- ENTERS DATA INTO MIS
- OTHER DUTIES AS ASSIGNED